

JOB SEARCH PROGRAM BIBLIOGRAPHY

(Updated in May 2010)

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More Targeted Job Search Tools

(Available online only: <http://www.state.gov/m/fsi/tc/c21037.htm>)

- Adventure, Outdoor & Sports
- Animals & Wildlife
- Associations
- Consulting
- Contractors, USG
- Cross-cultural Training & Consulting
- Economics, Finance & Trade
- Education
- Environmental Action
- Government
- Health & Human Services
- Information Technology
- International Development
- International Exchanges
- International – Overseas
- Law
- Music & Arts
- Nonprofit Organizations
- Office Management & Administrative Support
- Politics and Political Science
- Public Affairs
- Security Clearances
- Security Professionals
- Seniors
- Small Business
- Telecommuting
- Temporary & Part-time
- Think Tanks
- Travel & Hospitality Industries
- Volunteer Opportunities
- Washing, DC Area
- Writing and Publishing

ASSESSMENTS & WORK “FIT”

BOOKS

Buckingham, Marcus

Go Put Your Strengths to Work: 6 Powerful Steps to Achieve Outstanding Performance

Free Press, 2007

Davis, Sandra and Handschin, Bill

Reinventing Yourself: Life Planning After 50 Using the Strong and MBTI

- Uses two scientifically based tools to help the reader understand themselves and make wiser decisions about work and relationships.

Consulting Psychologists Press, 1st edition, 1998

Laney, Marti Olen

The Introvert Advantage: How to Thrive in an Extrovert World

Workman Publishing Company, 2002

Martin, Charles R.

Looking at Type and Careers

- The book contains descriptions of the preferences of each of the 16 MBTI types and contains a section called “Careers Selected Most Often” for each type.

The Center for Applications of Psychological Type, 1995

Tieger, Paul and Barron-Tieger, Barbara

Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type – Revised and Updated Edition Featuring E-careers for the 21st Century

- Discover the perfect career for you through the secrets of personality type.

Little, Brown, 3rd edition, 2001

ONLINE RESOURCES

Assessing Transition Readiness –

http://www.wmbridges.com/articles/assessment_tools.html

Barriers/Challenges to Career Decision Making –

<http://www.langara.bc.ca/academic-services/counselling/media/pdfs/Barriers.pdf>

Birkman Career Style Summary –

http://www.princetonreview.com/cte/quiz/career_quiz1.asp

Career Changers – www.learnmoreindiana.org/@adults/adults_careers/

Career Interest Profiler – www.testingroom.com/b2cfiles/tests.html

Career Key – www.careerkey.org

Career Maze – www.careermaze.com

Career Perfect's Work preference Inventory –
www.careerinnovation.com/panel/values

Creative Job Search's Online Guide –
<http://www.amby.com/worksites/cjs/cjsbook2/cjsbook.htm>

Occupational Outlook Handbook--
<http://www.bls.gov/oco/>

Occupational Personality Questionnaire –
www.myskillsprofile.com/tests.php?test=4

Online Career Assessment Tools Review –
www.quitcareers.com/online_assessment_review.html

Princeton Review Career Quiz – www.princetonreview.com/cte/quiz/default.asp

Skills Profiler – www.acinet.org/acinet/skills/default.aspx

Type Logic – www.typelogic.com

University of Minnesota-Duluth –
www.d.umn.edu/student/loon/car/self/career_transfer_survey.html

University of Waterloo – Career Development eManual – www.cdm.uwaterloo.ca/step1.asp

CAREER CHANGE

(See also *"FOLLOWING YOUR PASSION OR SPIRIT"* and *"TRANSITIONS & LIFE PLANNING"*)

ARTICLES

Baehr, Ann

"I'm Changing Careers – How Do I Format My Resume?"

Career Change Resumes – www.enetsc.com/ResumeTips28.html

Eagar, Heather

"You're Ready For A Career Change... Is Your Resume?"

Resume Resource – www.resume-resource.com/article30.html

Hansen, Katharine

"Strategic Portrayal of Transferable Job Skills Is A Vital Job-Search Technique"

Quintessential Careers – www.quintcareers.com/printable/transferable_skills_technique.html

Hentz, Maureen Crawford

"Career Changers' Most Powerful Resume and Cover Letter Tool: Transferable Skills"

Quintessential Careers – www.quintcareers.com/printable/career_change_skills.html

Isaacs, Kim

"Resume Dilemma: Career Change"

Monster.com - <http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/resume-dilemma-career-change/article.aspx>

Jobs & Careers Newspaper & Jobs Fairs website

"Writing A Resume For A Career Change"

Jobs & Careers Newspaper & Job Fairs –

www.jobscareers.com/articles/writingresumecareerchange.html

BOOKS

Bridges, William

Creating You & Co.: Learn to Think Like the CEO of Your Own Career

- Practical guide for workers to see themselves as the leaders of their own businesses – i.e., themselves – and viewing employers as potential customers. Exercises help the reader define his/her "product" and spot his/her markets.

Perseus Book Group, 1998

Chope, Robert C.

Dancing Naked: Breaking Through the Emotional Limits That Keep You from the Job You Want

- Focuses on emotional fitness and resilience in job searching and the workplace; career beliefs and identity; handling your emotions during a job search; and staying on track.

New Harbinger Publications, 2000

Enelow, Wendy S. and Kursmark, Louise M.

Expert Resumes for Career Changers

JIST Works, 2005

Freedman, Marc

Encore: Finding Work That Matters in the Second Half of Life

Public Affairs: 1st edition, 2007

Griffiths, B.

Do What You Love For the Rest of Your Life: a Practical Guide to Career Change and Personal Renewal

Ballantine Books, 2001

Kay, Andrea

Life's A Bitch and Then You Change Careers: 9 Steps To Get Out Of Your Funk & On To Your Future

Stewart, Tabori & Chang, 2005

Lore, Nicholas

The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success

Fireside, 1998

Pollan, Stephen M. and Levine, Mark

Second Acts: Creating The Life You Really Want, Building The Career You Truly Desire

Harper Resources/Quill, 2004

ONLINE RESOURCES

Career Voyages – www.careervoyages.gov

- Another excellent Department of Labor website.
- This one includes guidance on changing careers: where to start, which industries are growing, how to qualify, how to get a job, is additional education worth the investment of time and money?

Vocation Vacations – www.vocationvacations.com

- Testdrive a possible career!

What's Next? – www.whatsnext.com

- A magazine and website focusing on second careers; targeted at “men whose priorities are shifting: from traditional careers toward work that is personally fulfilling, from getting rich to giving back, from staying late at the office to seeing the world.”
- Articles on health, money, travel and careers.

COMPANY & INDUSTRY INFORMATION

BOOKS

Advertising Red Book

4 volumes and monthly supplements, 2004

Gale Research

Business Rankings Annual

2 volumes, 2005

Career Guide to Industries

2004-5 Editions

CorpTech Directory of Technology Companies

4 volumes and supplement, 2004

The Foundation Center

Foundation Directory

3 volumes, 26th edition, 2004

International Directory of Company Histories

St. James, 66 volumes, 2005

Lexis/Nexis Corporate Affiliations: "Who Owns Whom?"

8 volumes, 2004

Standard & Poor's Industry Surveys

3 volumes, 2004, updated biannually

Standard & Poor's Stock Reports

3 volumes, updated quarterly

Washington Business Journal

Washington Business Journal Book of Lists

20th edition, 2005 (published annually)

ONLINE RESOURCES

AllBusiness – www.allbusiness.com

America's Career Infonet – www.acinet.org

American Society of Association Executives – <http://asaenet.jobcontrolcenter.com/search.cfm>

Annual Report Gallery – www.annualreports.com

Annual Report Service – <http://annualreportservice.com>

Barrons Online – www.barrons.com

Business.com – www.business.com

- Information on public and private companies
- Includes news, research and contact names

Business Journals – www.bizjournals.com

- Provides free daily updates from 41 Business Journals in the US
- All 41 have free job boards and information regarding companies in the news.

Business 2.0 – <http://money.cnn.com/magazines/business2/>

- Magazine and website excellent sources of information on companies

Chronicle – www.chronicle.com/jobs/news

Company Research – Rutgers University Libraries – www.libraries.rutgers.edu/rul/rr_gateway/research_guides/busin/company.shtml

Corporate Information – www.coporateinformation.com

- Provided by Wright Investors Services.
- Provides US and international company information, including research reports, company profiles, earnings information and analyst reports.
- Must register to use, but site is free.

CNet News.com Ticket Symbol Lookup – <http://investor.news.com/Engine?Account=cnet&PageName=SYMBOLLOOKUP>

EDGAR Online – www.edgar-online.com

Fast Company – Research Directory of Leading Companies – <http://fcke.fastcompany.com>

Federal Jobs Digest - www.jobsfed.com

Fortune – <http://money.cnn.com/magazines/fortune/>

- Magazine and website are excellent sources of information on companies.

Fuld & Company – www.fuld.com/fuld-bin/f.wk?fuld.i3.home

- The hyperlinks to “General Business Internet Resources” are very useful research tools.

globalEDGE – <http://gobaledge.msu.edu/resourceDesk/>

- An excellent source of international news, trade information, directories, mailing lists and government resources.

Hoover’s Online – www.Hoovers.com

- Detailed and current information on more than 50,000 public and private companies.
- Usually available at public libraries.

Industry Portals / Industry Hubs – www.virtualpet.com/industry/mfg/mfg.htm

- Sources of information on US industries, including news, statistics and Business to Business commerce.
- Includes good tutorial on “How to Learn About an Industry or a Specific Company”.

Kompass – www.kompass.com

SearchSystems.Net Public Record Databases – www.searchsystems.net

- Provides business information, corporate filings, property records, deeds, mortgages, criminal and civil court filings, professional licenses and more.

TradePub.com – www.tradepub.com

US Bureau of Labor Statistics – www.bls.gov

Vault Reports – www.VaultReports.com

The Washington Post – www.washingtonpost.com/post200

- Great resource overall, especially the annual “Post 200” with information on 200 companies in the DC area.

Washingtonian Magazine – www.washingtonian.com/packages/placetowork/index.html

- Publishes annual list of best places to work in DC area every 2 years.
- Many articles profiling local movers and shakers in business world.

WetFeet Career Research – www.wetfeet.com

Writing Assistance, Inc. – www.writingassist.com

Yahoo Finance Ticket Symbol Lookup – www.nbn-jobs.com/home/index.cfm

Internet News on Business – www.internetnews.com/bus-news

COVER LETTERS

ARTICLES

Rossheim, John

“Cover Letters Build the Case for Workers Over 50”

Special Report, Monster.com Careers at 50+

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-tips/cover-letters-for-50-plus-workers/article.aspx>

BOOKS

Kaplan, Robbie Miller

How to Say It in Your Job Search

Prentice Hall Press, 1st edition, 2001

- Provides guidance on cover letters, resumes, and interviews.

Kursmark, Louise and Enelow, Wendy

Cover Letter Magic: Trade Secrets of Professional Resume Writers

JIST Works, 3rd edition, 2006

ONLINE RESOURCES

College Grad.com – www.collegegrad.com/coverletters/

Job Smart – <http://jobstar.org/tools/resume/cletters.php>

Positively Minnesota - <http://www.positivelyminnesota.com/>

Monster.com – Cover Letter Tips

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-tips/jobs.aspx>

The Riley Guide – www.rileyguide.com/cover.html

FOLLOWING YOUR PASSION OR SPIRIT

(See also "CAREER CHANGE" and "TRANSITIONS & LIFE PLANNING")

BOOKS

Bolles, Richard Nelson

How to Find Your Mission IN Life

- Assists those who choose to include the spiritual dimension in their career planning, to seek/add meaning to their lives as expressed by the work they perform.

Ten Speed Press, 2005

Cameron, Julia

Artist's Way: A Spiritual Path to Higher Creativity

- Leads readers through a twelve-week program to recover/discover their creativity. Addresses blocks to creativity also.

Tarcher, 10th Anniversary edition, 2002

Davidson, Sara

Leap! What Will We Do with the Rest of Our Lives?

Random House, 2007

Gordon, Jon

The Energy Bus: 10 Rules to Fuel Your Life, Work & Team with Positive Energy

Wiley, 2007

Ibarra, Herminia

Working Identity: Unconventional Strategies for Reinventing Your Career

Harvard Business School Press, New Ed edition, 2004

Karlgaard, Rich

Life 2.0: How People Across America Are Transforming Their Lives by Finding the Where of Their Happiness

Crown Business, 2004

Laskas, Jeanne Marie

Fifty Acres and a Poodle: A Story of Love, Livestock and Finding Myself on a Farm

- The author (who also writes for *The Washington Post*) long dreamed of living on a farm. This is an account of how she made her dream come true.

Bantam, 2002

Leider, Richard J.

The Power of Purpose: Creating Meaning in Your Life and Work

- What are: Your gifts? Core competencies? Strongest values and passions? What makes you want to get to your work each day? This is a practical guide for creating meaning in life and work, including setting up your own five-member "Purpose Discovery Group."

Berrett-Koehler Publishers, 2005

Levoy, Gregg

Callings: Finding and Following an Authentic Life

- Examines the many kinds of calls (to do or be something) received and the variety of channels through which they may arrive.
- Offers guidance on how to recognize our callings.

Three Rivers Press, 1998

Rosengren, Curt

The Occupational Adventure Guide: A Travel Guide to the Career of Your Dreams E-Book

- Rosengren runs "Passion Catalyst International" which helps people find the passions that will lead them to more satisfying jobs.
- The website offers other e-books, speaking engagements and a blog for job hunters and career changers.

E-book available at www.passioncatalyst.com

Zander, Rosamund Stone and Zander, Benjamin

The Art of Possibility: Transforming Professional and Personal Life

Penguin Books, 2000

GENERAL JOB SEARCH

ARTICLES

Ibarra & Lineback

“What’s Your Story?”

Harvard Business Review, January 2005

- Outstanding article on telling your story during a career change.

BOOKS

Bolles, Richard Nelson

What Color Is Your Parachute 2007? A Practical Manual for Job-hunters And Career Changes

- Practical guidance. A classic. Explains the “hidden job market” well.

Bridges, William

Job Shift: How to Prosper in a Workplace without Jobs

- Argues that our information-based economy demands more flexible employment models. Show that traditional jobs – daily 9-to-5 duties, base salary with benefits, defined career paths – are headed for extinction.
- Proposes a futuristic career blueprint to carry workers into the 21st century.

Perseus Books Group, 2000

Butler, Timothy

Getting Unstuck: How Dead Ends Become New Paths

Harvard Business School Press, 1st edition, 2007

Edwards, P. & S.

Finding Your Perfect Work

Penguin Putnam, 2003

Figler, Howard

The Complete Job-Search Handbook: Everything You Need to Know to Get the Job You Really Want

- Top notch job search advice, easy-to-read writing style.
- Author appreciates greatly the value of generalist educations and backgrounds.

Owl Books, 3rd edition, 1999.

Gardella, Robert

The Harvard Business School Guide to Finding Your Next Job

Harvard Business School Press, 2000

Kanter, Rosabeth Moss

Confidence: How Winning Streaks and Losing Streaks Begin and End

Crown Business, 2004

Kaplan, Robbie Miller

How to Say It In Your Job Search

- Provides guidance on cover letters, resumes and interviews.

Kennedy Information

The Directory of Executive Recruiters 2003 (32nd Ed)

- The largest recruiter directory of recruiting firms and individual recruiters in the US, Canada, and Mexico.
- Search by career specialty and geographic areas.

Morris, III, Thomas W.

Career Mechanics I: Solutions to Common Career & Employment Issues

- Author approaches subject from four points of view – job seekers, employed professionals, hiring managers, and career coaches.

Tal San Publishing – Bramor Distributing, 2006

Musich, Susan, Borchard, David, and Bonner, Cheryl

Your Career Planner

- General guide through your search for a satisfying career.

Kendall/Hunt Publishing Company, 9th edition, 2005

Simonsen, Peggy

Career Compass

- How to replace old employment concepts with a dynamic new paradigm that will define your career success in the bold business frontier of the future.

Davies-Black Publishing, 2000

Weddle's – www.weddles.com – telephone 317-916-9424

Weddle's 2007/8 Guide to Employment Related Internet Sites

Weddle's 2007/8 Guide to Employment Sites on the Internet

Weddle's 2007/8 Guide to Association Web Sites

2007

Wendleton, Kate

Targeting The Job You Want

- This Five O'Clock Club Series book discusses changes in the job market and career makeovers.

- Guidance for self-understanding, developing a career plan, brainstorming possible careers, matching them to your values, needs and interests, targeting and researching an industry or company, and developing a marketing plan.

Thomson Delmar Learning, 3rd edition, 2000

Wendleton, Kate

Job-Search Secrets That Have Helped Thousands of members (Five O’Clock Club)

- How to get meetings with the right people, beat out the competition and negotiate the best salary.

Five O’clock Books, 1996

ONLINE RESOURCES

All Job Search – www.alljobsearch.com

America’s Career InfoNet – www.acinet.org

America’s Job Bank – www.ajb.org

American University’s School of International Studies Career Center – www.american.edu/careercenter/students/career/SIS_sites.html#general

- An excellent list of companies and organizations with hyperlinks to each.

BlueSteps – www.BlueSteps.com

- The Association of Executive Search Consultants provides this service for retained executive search firms that are looking for experienced executives.
- For a fee, you can make your “Executive Profile” and resume available to member firms. Other services are also offered.

Business.com – www.business.com

- Directory of US businesses organized by type with links to the companies.

BusinessJournal – www.bizjournals.com

- Published in many US cities. In DC area, Washington Business Journal has good leads on government contract awards.
- In addition to business news, these publications list jobs, job fair schedules, and networking events. You can subscribe via e-mail for free.

BusinessWeek – www.businessweek.com

- This magazine and website are excellent sources of job search leads and advice.

CareerJournal of The Wall Street Journal – <http://online.wsj.com/public/page/news-career-jobs.html>

- Free website with excellent advice on the job search, including salary information – one of the best.
- They also have a good job board that enables you to search for jobs by key word, location, profession and other factors.

Fast Company – www.fastcompany.com

- A magazine and website offering good information and resources, including “Interactive Directory of Companies”.

Foreign Policy Association – www.fpa.org

- An excellent website for jobs that interest foreign affairs professionals.
- Free weekly Global jobs Newsletter via e-mail.

Fortune Magazine – www.fortune.com

- There is free access to much of the site, but some sections (like the Famous 500) require a subscription.
- Great articles on business trends, excellent small business section on website.

Government Executive – www.govexec.com

- This magazine is available by subscription only, not at newsstands.
- Includes useful articles on government contractors and contracting trends, an annual list of the top 200 USG contractors, as well as guide to who’s who in technology contractors.
- Publishes a retirement-related column every Friday available by free e-mail subscription.

International Career Employment Weekly – www.internationaljobs.org

Weekly newspaper has 500+ job vacancies. Includes some jobs in US and a lot overseas.

- Subscription charge reasonable. You can check out some ads for free on the website, but to see all you must subscribe.

Job Hunters Bible – www.jobhuntersbible.com

- The website of Richard Bolles, the author of **What Color Is Your Parachute?**

Job-O-Magic – www.jobomagic.com

- Contains a directory of job boards to help you find the right ones for your profession and location.
- Rates job boards in terms of effectiveness.

MBA-exchange.com – www.MBA-Exchange.com

- Offers a monthly newsletter and information on companies currently hiring.
- Connects veterans with companies that value their diverse background.

Monster – www.monster.com

- THE biggest job board; free access.
- Offers job search advice, including good interview exercises.

Part Time Careers – www.ratracerebellion.com/HBCareers.htm

Occupational Outlook Handbook--

<http://www.bls.gov/oco/>

6FigureJobs.com – www.6FigureJobs.com

US Chamber of Commerce – www.uschamber.com

- Posts a directory of Chambers in the US plus a directory of Chambers abroad.
- Individual Chamber websites often have reports on local economy plus hyperlinks to local employment commissions, business organizations and companies.

University of California at Berkley – <http://career.berkeley.edu/major/major.stm>

University of Manitoba – <http://umanitoba.ca/student/counselling/resources/>

WetFeet, Inc. – www.WetFeet.com

- Offers helpful articles and career tools.
- Sells “insider guides” on various topics such as “25 Top Consulting Firms,” “Advertising & Public Relations,” “Job Hunting A to Z”, and “Real Estate”.

Women in International Security – <http://wiis.georgetown.edu>

- Excellent Job listings for WIIS members.
- Excellent networking opportunities.

Yahoo! Hot Jobs – www.hotjobs.yahoo.com

INTERVIEWING

ARTICLES

“How to Answer Any Interview Question”

The Wall Street Journal, Career Strategies, 2006

<http://online.wsj.com/article/C60530CAPELL.html>

Lubline, Joann

“Managing Your Career” Column

The Wall Street Journal

BOOKS

Bixler, Susan with Nix-Rice, Nancy

The New Professional Image: Dress Your Best for Every Business Situation

- Tailor your appearance for success in today’s workplace, for men and women. Adams Media Corporation, Second edition, 2005

Fry, Ron

101 Great Answers to the Toughest Interview Questions

- Examples of responses employers are seeking to standard questions.

Thomson Delmar Learning, Fifth edition, 2006

James, Gayle Smart, Managing Editor

Communicate Clearly, Confidently & Credibly

Brookfield Publishers, 2004

Kaplan, Robbie Miller

How to Say It in Your Job Search

- Provides guidance on cover letters, resumes and interviews.

Prentice Hall Press, First edition, 2001

Siemer, Nan, et al

Communicate Clearly, Confidently & Credibly: Leading Authorities Share Their Best Communication Secrets So You Can Enjoy Stronger Relationships, Greater Respect & Renewed Self-Assurance

- Siemer’s chapter is “Communicate So Someone Listens.”

James & Brookfield Publishers, 2004

ONLINE RESOURCES

HireVue – www.hirevue.com

- Wave of the future? Videotaped resumes and interviews.

Interview Studio – www.interviewstudio.com

- More videotaped resumes and interviews.

Monster Interview Center <http://interview.monster.com>

- Short, easy-to-read articles with good advice.

JOB FAIRS

ONLINE RESOURCES

Career Fairs – www.careerfairs.com

- Good free site completely devoted to job fairs. Doesn't include all job fairs everywhere but is a good source for general searches in US and Canada.
- You can search by month, category and state.

Corporate Gray Online – www.corporategray.com

- Lists military career fairs all over the US; many are open to civilians

Diversity Job Fairs – www.diversityjobfairs.com

Employment Guide – www.employmentguide.com/browse_jobfairs.html

- Has a free job board for domestic jobs.
- Contains lists of educational opportunities and US job fairs.

Expo Experts – www.newspaperjobfairs.com

- This free site lists job fairs in US and Canada for newspapers that subscribe to their service.
- Search by 3 very general professional categories or view list of events chronologically.

Intelligence Careers – www.intelligencecareers.com/careerfairs/

- Free access to site
- Most "events" listed on this site are "Defense Systems & Intelligence Careers" job fairs. The event announcements include lists of confirmed participants (the companies).
- Lists some intelligence "industry" jobs and offers a connection to ThinkingJobs.com which has another job board.
- Very DC-centric, but does include some fairs in other areas of the US.

IT Career Events – www.it-careernet.com

Jobexpo.com – www.jobexpo.com

National Career Fairs – www.nationalcareerfairs.com

Nonprofit Career Fairs - www.idealists.org/fairs

Security Clearance Expo – www.SecurityClearanceExpo.com

Targeted Job Fairs – www.targetedjobfairs.com

Tech Expo – www.techexpousa.com

Transition Assistance Online – www.taonline.com

- Primarily for military transition employment services for veterans and family members, but also offers news about job fairs throughout the US as well as articles and advice about the job search.
- Veterans and family members can post their resumes on the site.
- Offers a job board and a free e-mail newsletter.

The Washington Post –

www.washingtonpost.com/wl/jobs/Content?Content=/Career_Fairs/index.html

NEGOTIATION

ARTICLES

Bizjournals

“What 20 top jobs pay: Salary study shows that top pay not always in largest metros.”
(January 8, 2007) – Most current article.

www.bizjournals.com/edit_special/47.html?page=2

Bizjournals

“What 20 jobs pay in 75 metros.” (January 8, 2007) - Most current article.

www.bizjournals.com/specials/pags/52.html

Ryan, Liz

“Special Report: How to Get a Raise”

BusinessWeek.com – April 26, 2007

www.businessweek.com/careers/content/apr2007/ca20070430_828122.htm?chan-search

BOOKS

Babcock, Linda and Laschever, Sara

Women Don't Ask: Negotiation and the Gender Divide

Princeton University Press, 2003

Chapman, Jack

Negotiating Your Salary: How to Make \$1000 a Minute

- <http://salarynegotiations.com/index.htm>

Ten Speed Press, 6th revised edition

Cohen Herb

You Can Negotiate Anything

- This book topped *The New York Times* bestseller list for nine months, has been in print for 15 years and continues to be a “must read” for negotiators.

C Trade Paper, New Ed edition, 2000

Koren, Leonard and Goodman, Peter

Seal the Deal: 130 Surefire Negotiating Strategies

W.W. Norton & Company, 2004

Siemer, Nan, et al

Communicate Clearly, Confidently & Credibly: Leading Authorities Share Their Best Communication Secrets So You Can Enjoy Stronger Relationship, Greater Respect & Renewed Self-Assurance

- Nan Siemer's chapter is "Communicate So Someone Listens."

James & Brookfield Publishers, 2004

ONLINE RESOURCES

JobStar's Salary Negotiation Strategies – <http://jobstar.org/tools/salary/negostrt.cfm>

Salary.com's Negotiation Clinic –

www.salary.com/advice/layoutscripts/advl_display.asp?tab=adv&cat=nocat&ser=Ser5&part=Par13

Susan Ireland's Resumes: Salary Negotiation Guide -

<http://susanireland.com/interview/salary-pay/>

NETWORKING

ARTICLES

Hansen, Randall S.

“Using Key Marketing Tools to Position Yourself on the Job Market”

Quintessential Careers website- www.quintcareers.com/jobseeker_marketing_tools.html

Peters, Tom

“The Brand Called You”

Fast Company magazine

<http://fastcompany.com/magazine/10/brandyou.html>

BOOKS

Baber, Anne and Waymon, Lynne

Make Your Contacts Count: Networking Know-How for Cash, Clients, and Career Success

- Long considered an excellent and essential resource.

American Management Association, 2nd edition, 2007

Beckwith, Harry & Christine

You Inc: The Art of Selling Yourself

Business Plus, 2007

Ferrazi, Keith and Raz, Tahl

Never Eat Alone & Other Secrets to Success, One Relationship at a Time

Currency, 2005

Krannich, Ronald & Caryl

Dynamite Networking for Dynamite Jobs: 101 Interpersonal, Telephone, and Electronic Techniques for Getting Job Leads, Interviews, and Offers

- Examines interpersonal, telephone, and electronic networking for getting job leads, interviews, and job offers. Includes informational interviews, cold calls, follow-ups, sample dialogues, and using telephones, faxes, and the Internet. Impact Publications, New Ed edition, 1996

Marinet, Jeanne

The Art of Mingling: Proven Techniques for Mastering Any Room

St. Martin's Griffin, New Ed edition, 2006

Misner, Ivan

Truth or Delusion? Busting Networking's Biggest Myths

Thomas Nelson, 2006

Silberman, Mel and Hansburg, Freda

PeopleSmart

John Wiley & Sons, 2005

Sullivan, Rob

Getting Your Foot in the Door When You Don't Have a Leg to Stand On

A headhunter's insights and techniques for job hunters at all levels. Includes expert advice, case studies, strategies for the interview, plus the qualities and skills most likely to convince employers of one's abilities.

McGraw-Hill, 1st edition, 2001

ONLINE RESOURCES

Quintessential Careers-- <http://www.quintcareers.com/networking.html>

The Ladders' Networking Section--

<http://www.theladders.com/career-advice/networking>

BusinessNetworkingAdvice.com's

NetworkingSection—

<http://businessnetworkingadvice.com/resources/networking-resources.htm>

- Links to networking resources as well as interview transcripts with professionals skilled in networking

NETWORKING GROUPS

BizLaunch—www.arlingtonvirginiausa.com/bizlaunch

Operated by Arlington County for small businesses.

Offers Information, counseling, research, education and networking.

DC Web Women—www.dcwebwomen.org

- Limited to DC area.

WomenNetwork—www.ewomennetwork.com

- National groups of female business owners and professionals.

Execunet—www.execunet.com

- Offers free networking groups all over the country.
- Free newsletter with good job search advice.
- Job board.

The Falls Church Episcopal Church—www.jobsministry.org/default.htm

- A jobs ministry that is open to all job search courses and meetings.
- Limited to DC area.
- Also have good resources online (including links to many area employers).

McCarthy and Company—www.careertran.com

- An Arlington firm that deals in career transition.
- Offers “Executive Network Group” meetings for networking, learning, and circulating your resume (a per-meeting charge applies).

Society for International Development—www.sidw.org

Washington Network Group—www.washingtonnetworkgroup.com

Women in International Security—<http://wiis.georgetown.edu>

World Affairs Council—www.worldaffairsdc.org

- This is the address of the DC branch, but there are branches of the organization throughout the US.

OTHER ONLINE RESOURCES

Business Journal—www.bizjournals.com

- Choose your city.
- Under “Events”, see “Business Events” for local networking opportunities.
- On this site you will find a list of business events, including networking events. This is an especially rich source for the Washington DC market.

ListServ Directories

- Topica—<http://lists.topica.com/>
- Google Groups—<http://groups.google.com>

LinkedIn.com

- An online networking resource for professionals.

Meetup.com

- Search for local groups that match your personal interests. Many professional groups and interests represented.

Facebook.com

- An online networking resource targeted at students (more social than professional)

Bebo.com

- A social networking site used predominantly by Europeans.

RESEARCHING OCCUPATIONS

ONLINE RESOURCES

America's Career InfoNet—www.acinet.org

JobStar—Career Guides—<http://jobstar.org/tools/careerindex.php>

Occupation Outlook Handbook—www.bls.gov/oco/

O*Net Online—<http://online.onetcenter.org/>

US Department of Labor's Career Guide to Industries—www.bls.gov/oco/cg

The University of California at Berkeley—Career Exploration Links
www.uhs.berkeley.edu/students/careerlibrary/links/occup.cfm

RESUMES

BOOKS

Enelow, Wendy S.

Best Career Transition Resumes from \$100,000+ Jobs

Impact Publications, 2005

Enelow, Wendy S.

Best Resumes from \$100,000+ Jobs

Impact Publications, 2nd edition, 2002

Enelow, Wendy S. and Kursmark, Louise M.

Expert Resumes for Career Changers

Jist Works, 2nd edition, 2010

Greene, Brenda

Get the Interview Every Time: Fortune 500 Hiring Professionals' Tips for Writing Winning Resumes and Cover Letters

Dearborn Trade Publishing, 2nd edition, 2008

Jackson, Amy L. and Geckesis, C. Kathleen

How to Prepare Your Curriculum Vitae

McGraw-Hill, 2003

Kaplan, Robbie Miller

How to Say It in Your Job Search

- Provides guidance on cover letters, resumes, and interviews.

Prentice Hall Press, 1st edition, 2001

Parker, Yana

The Damn Good Resume Guide: A Crash Course in Resume Writing

Ten Speed Press, 4th edition, 2002

Wendleton, Kate

Building a Great Resume (the Five O'Clock Club)

- Real stories and resumes from executives, professionals, career changers, recent grads, and homemakers. Covers over 100 industries and professions.

Thomson Delmar Learning, 1st edition, 1999

RETIREMENT

ARTICLES

Trafford, Abigail

“When Spouse Retires, Real Work Begins”

The Washington Post, 25 October 2005, Page H-06

BOOKS

Cohen, Gene D., MD, Ph.D.

The Mature Mind: The Positive Power of the Aging Brain

Basic Books, 2005

Cullinane, Jan and Fitzgerald, Cathy

The New Retirement: The Ultimate Guide to the Rest of Your Life

Rodale, 2004

Hinden, Stan

How to Retire Happy: The 12 Most Important Decisions You Must Make Before You Retire

McGraw-Hill, 3rd edition, 2009

Leider, Richard J. and Shapiro, David A.

Claiming Your Place at the Fire: Living the Second Half of Your Life On Purpose

Berrett-Koehler Publishers, Inc., 2004

Creative Aging: Discovering the Unexpected Joys of Later Life Through Personality Type

- Explores the impact of (MBTI) personality differences on how one approaches and handles the “coming of age” years.

Davis-Black Publishing, 1st edition, 2000

Novelli, Bill (AARP President - 2006)

50+: Igniting a Revolution to Reinvent America

St. Martin's Press, LLC, 2006

Powell, Michael

Your Little Legal Companion: Helpful Advice for Life's Big Events

NOLO, 1st edition, 2006

Smith, Mary Helen and Smith, Shuford

101 Secrets for a Great Retirement: Practical, Inspirational, and Fun Ideas for the Best Years of Your Life!

McGraw-Hill, 1st edition, 2000

Zelinski, Ernie

The Joy of Not Working: A Book for the Retired, Unemployed, and Overworked – 21st Century Edition

- A delightful indictment of workaholism and ways to counteract it. The author views unemployment as a true test of who one really is.

Ten Speed Press, 2nd edition, 2003

Zelinski, Ernie

How to Retire Happy, Wild, and Free: Retirement Wisdom That You Won't Get from Your Financial Advisor

Visions International Publishing, 2009

ONLINE RESOURCES

The American Association of Retired People—www.aarp.org

The Center for Creative Retirement—www.unca.edu/nccr/

Kiplinger's Personal Finance—www.kiplinger.com

Mature Resources--www.matureresources.org

Retirement Success Profile—www.retirementoptions.com

- RSP calls itself “a mini-course on the non-financial aspects of retirement”.
- The site has a free newsletter and information, but charges a fee for coaching.

Retirement Well-Being—www.retirementwellbeing.com

- Interesting exercises for use in retirement planning.
- Has a free newsletter and exercises.

Senior Journal—www.seniorjournal.com

Third Age—www.thirdage.com

SALARIES, COSTS OF LIVING, AND RELOCATION

ARTICLES

Bizjournal

“What Top 20 Jobs Pay: Salary Study Shows that Top Pay Not Always in Largest Metros”
January 8, 2007 – http://bizjournals.com/edit_special/47.html?page=2

Bizjournal

“What 20 Jobs Pay in 75 Metros”
January 8, 2007 – <http://bizjournals.com/specials/pages/52.html>

BOOKS

Grey House Publishing
America’s Top-Rated Cities, 2010 Edition
Grey House Publishing

Krannich, Ronald L.
Dynamite Salary Negotiations
Impact Publications, 4th edition, 2000

Simkin, Joyce P.
American Salaries and Wages Survey: Statistical Data Derived from More than 300 Government, Business, and News Sources
Thomson Gale, 8th edition, 2005

Sperling, Bert and Sander, Peter
Best Places to Raise Your Family
Frommers, 1st edition, 2006

Sperling, Bert and Sander, Robert
Cities Ranked and Rated: More than 400 Metropolitan Areas Evaluated in the US and Canada (Paperback)
Wiley, 2nd edition, 2007

Wright, John W.
The American Almanac of Jobs and Salaries (2000-2001 Edition)
Harper Perennial, New Rev edition, 2000

MAGAZINES

Site Selection Magazine--www.siteselection.com/

- Primarily designed for businesses, but has useful tools for individuals.

Where to Retire--www.wheretoretire.com

- Available in hard-copy by subscription or at your neighborhood newsstand.
- Also publishes books on the subject.

ONLINE RESOURCES

America's Most Livable Communities—www.mostlivable.com

- Publishes an annual list based on a variety of factors.

Bankrate.com—www.bankrate.com

- Offers free cost-of-living statistics for US cities, and also allows comparisons.

The Chamber of Commerce Directory—www.chamberofcommerce.com

CityRating.com—www.cityrating.com

- Offers free cost-of-living statistics for US cities, and also allows comparisons.

CNN Money—<http://money.cnn.com/best/bpretire>

- A slick research tool to help you find the best place to retire. Enter your priorities on weather, affordable housing, crime rate, proximity to major airports, etc. Then you will receive a list of cities which meet your priorities.
- You can receive a “statistical snapshot” on each city which includes statistics on weather, financial situation, housing, leisure, culture, travel, health, and more.

The Economic Research Institute—www.eri.com

- Studies compensation in the US, Canada, and the EU.

ePodunk: The Power of Place—www.epodunk.com

Find Your Spot—www.findyourspot.com

- Has a similar format to CNN Money plus each location recommended comes with general information, photos, climate data, real estate and job connections.

HomeFair.com—http://www.homefair.com/find_a_place/calculators/salarycalc

Jobstar—<http://jobstar.org/tools/salary/index.cfm>

Neighborhood Scout—www.neighborhoodscout.com

The Non-Profit Times—<http://www.nptimes.com>

The Occupational Outlook Handbook—www.bls.gov/bls/blswage.html

Realtor.com—www.realtor.com

- The site of the National Association of Realtors.
- Offers a 'salary calculator' which is really a cost-of-living calculator.

Retirement Living Information Center—www.retirementliving.com

The Riley Guide—www.rileyguide.com/salary.html#colls

- Connections to helpful resources in "Salary & Compensation Information" and "Evaluating the Salary Information You've Found" sections.

Salary.com—www.salary.com

SalaryExpert.com—www.salaryexpert.com

Sperling's Best Places—www.bestplaces.net

- Similar criteria to other sites for determining the best place for you.
- The site does include lists of the best and worst cities for various subjects.
- Offers a good tool to compare economies, housing, health, crime, education, climate, and transportation between 2 cities.

The US Bureau of Labor Statistics—www.bls.gov/ncs/

- A good source of information on salaries in many market sectors (the Office of Compensation Levels & Trends)

More good information is in their Office of Employment and Unemployment Statistics.

TRANSITIONS & LIFE PLANNING

BOOKS

Bolles, Richard N.

The Three Boxes of Life and How to get Out of Them: An Introduction to Life-Work Planning

- Bolles challenges readers to integrate education, work and retirement.
Ten Speed Press, 1981

Bridges, William

Transitions: Making Sense of Life's Changes

- A guide to the 3 stages of transition: endings, neutral zone and new beginning.
DaCapo Press, Revised 25th Anniversary edition, 2004

Gawain, Shakti

Creative Visualization: Use the Power of Your Imagination to Create What You Want in Your Life

New World Library, 30th Anniversary edition, 2008

Hansen L. Sunny

Integrative Life Planning: Critical Tasks for Career Development and Changing Life Patterns

- Develop career and life paths responsive to you and your community's needs.
Jossey-Bass, 1st edition, 1996

Hecklinger, Fred and Black, Bernadette

Training for Life: A Practical Guide to Career and Life Planning

Kendall/Hunt Publishing Company, 10th edition, 2009

Hudson, Frederic M.

The Adult Years: Mastering the Art of Self-Renewal

Jossey-Bass, Revised edition, 1999

Hudson, Frederic M. and McLean, Pamela D.

Life Launch: A Passionate Guide to the Rest of Your Life

Hudson Press, Revised edition, 2000

LaBier, Douglas

Modern Madness: The Hidden Link Between Work and Emotional Conflict

Backinprint.com, 2000

Leider, Richard J. and Shapiro, David A.

Claiming Your Place at the Fire: Living the Second Half of Your Life On Purpose

- A model for maturing: who am I, where do I belong, what do I care about, what is my purpose?

Berrett-Koehler Publishers, Inc., 2004

Metcalf, C.W. and Felibe, Roma

Lighten Up: Survival Skills for People Under Pressure

Perseus Books Group, 1993

Storti, Craig

The Art of Coming Home

- Especially helpful for anyone moving back to the Heartland.

Intercultural Press, 2001

Trafford, Abigail

My Time: Making the Most of the Rest of Your Life

- A Washington Post columnist encourages boomers to try out new ways of being and dreaming—as in adolescence, but now with wisdom and experience.

Basic Books, 2004

Viorst, Judith

Necessary Losses: The Loves, Illusions, Dependencies, and Impossible Expectations that All of Us have to Give Up in Order to Grow

Free Press, Reprint edition, 1998

ONLINE RESOURCES

Turning Points Navigator—www.turningpointsresearch.org

- Their mission is to help clients “discover their meaning and purpose”.
- Offers planning tools, book, and group curricula for life transitions.
- Online assessments, coaching, and seminars are not free.

The Rat Race Rebellion—“Bringing Sanity and Sensibility Back into your Life”

<http://www.ratracerebellion.com/HBCareers.htm>

WORK/LIFE BALANCE

ARTICLES

LABIER, Douglas

“The Inside Out Solution”

The Washington Post, February 14, 2006, page F-1

Sull, Donald N. and Houlder, Dominic

“Do Your Commitments Match Your Convictions?”

Harvard Business Review, January 2005, pages 82-91

BOOKS

Covey, Stephen R., Merrill, A. Roger, and Merrill, Rebecca R.

First Things First: To Live, To Love, To Learn, To Leave a Legacy

- A principle-centered approach to make sure the most important things in your life are receiving the care, emphasis, and time you really want to give them.

Free Press, Reprint edition, 1996

Guterman, Mark S.

Common Sense for Uncommon Times: The Power of Balance in Work, Family, and Personal Life

- Provides techniques and exercises for attaining great balance, a sense of enrichment and deeper satisfaction in the connected spaces of work and home life. Challenges common notions about success and meaning.

Consulting Psychologists Press, 1st edition, 1994

Leider, Richard J. and Shapiro, David A.

Repacking Your Bags: Lighten your Load for the Rest of Your Life

- How to clarify, simplify, and balance one’s life is the focus on this thoughtful volume, aimed at people who wonder if true fulfillment in life is possible.

Berrett-Koehler Publishers, 2nd edition, 2002

Rath, Tom and Clifton, Donald O.

How Full Is Your Bucket? Positive Strategies for Work & Life

Gallup Press, 2004